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COUNTY OF SAN DIEGO  
DEPARTMENT OF SOCIAL SERVICES  
MANUAL OF POLICIES AND PROCEDURES

SUBJECT: PERSONNEL

1. Express their opinions on political subjects and candidates
2. Take an active part in political management and political campaigns
3. Be a candidate for political party office

B. Prohibited Activities

Employees may not:

1. Use their official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office
2. Directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person
3. Be a candidate for public elective office in a partisan election. (Candidacy for political party office is not prohibited.)

A summary statement regarding political activity of state or local officers and employees prepared by the U.S. Civil Service Commission shall be posted on bulletin boards.

Distribution or presentation of political posters or paraphernalia at or within a County worksite is not authorized.

G-2.3.2 Summary of State and County Codes

County Counsel has prepared a summary of State and County codes applicable to political activities of employees. Copies of this pamphlet, which is entitled "Political Activities of County Officers and Employees", is available from the publications section of the Department of Human Resources.

G-2.4 CONFLICT OF INTEREST

Pursuant to Government Code Sections 1125-1127 and Board of Supervisors Resolution No. 41, February 29, 1972, the following rules govern outside activities for

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compensation or other consideration of employees of the Department of Social Services.

G-2.4.1 Employees May Not Engage In:

- A. Any activity for compensation or other consideration which involves the use for profit, gain or advantage, of County time or facilities such as any outside employment which results in receipt or placement of telephone calls or receipt of visitors by an employee while on duty in County employment.
- B. An activity for compensation or other consideration which involves the use for private gain or advantage of the badge, uniform, prestige, or influence of the individual's County employment, including the following:
  - 1. Directly or indirectly soliciting, seeking, or accepting personal loans, gifts, gratuities, business, compensation, or favors from business firms or their agents who deal with the Department.
  - 2. Using official information not readily available to the general public, gained in the course of County employment, for private gain or advantage or the gain or advantage of another.
  - 3. Offering any item(s) for sale to DSS clients.
  - 4. Negotiating for the purchase or sale of real or personal property owned by DSS clients.
  - 5. Accepting gifts from clients.
- C. Any activity for compensation or other consideration which involves the receipt by employees of money or other consideration from private parties for the performance of acts which employees are expected to render in the regular course of their duties as a County employee, including the following:
  - 1. Any consultation work for a fee or other consideration concerning the application or interpretation of orders of this Department.
  - 2. Soliciting personal business for a fee or other consideration as part of private practice while such services are available without charge from the Department.

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3. Any activity for compensation or other consideration which would require actions or decisions which would affect specific decisions within the purview of their County employment.
4. Pursuant to the Welfare and Institutions Code, Section 10850, any outside activity in which employees would disclose or use confidential information concerning applicants or recipients, in violation of the Code.
5. Any activity for compensation or other consideration in which employees represent themselves as County employees in seeking approval, review, control, or audit by another employee, officer, board or commission of the County of San Diego.

G-2.4.2 Disclosure of Outside Activities

All employees of the Department of Social Services shall disclose by report to the Department Head, in writing, whether or not they have any outside employment for compensation. Likewise employees shall report any outside activity where any part of their efforts will be subject to approval by any other officer, employee, board or commission of the County in their official County capacity.

If any person employed in the Department of Social Services receives an assignment of work that relates to any organization, property or activity in which s/he or a member of the immediate family has an interest, the employee shall disclose and report such interest, in writing, to the Department Head. A form for this purpose is available from the Department Personnel Office (Disclosure Statement AUD 263). Disclosure statements shall be solicited semi-annually in warrant distributions. Completed AUD 263's shall be submitted to the Department Personnel Office which obtains Bureau review of potential conflicting statements. Bureau Management shall be responsible for evaluating the potential for conflict of interest and for monitoring, as well as making the employee aware of Departmental Policy. Where instances of conflict are found to exist, a formal report shall be made to the Director via the Departmental Personnel Officer. The employee shall be notified within thirty working days of any objection or any questions concerning the reported outside activities.

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G-2.4.3 Statements of Economic Interest

Designated classes shall complete a Statement of Economic Interest questionnaire (Form 730) upon appointment, departure, as well as annually in March. The classes so designated shall be specified in the Department's Conflict of Interest Code. The Personnel Section shall be responsible for initiating questionnaires for appropriate classes. Completed statements shall be retained on file in the Personnel Section.

G-2.4.4 Disclosure of Member in Non-Profit Organization Funded by the County

It is the intent of Section 519 of the County Administrative Code to encourage County officials (employees) to participate in non-profit organizations. However, to avoid possible conflict of interest, employees shall be required to file a disclosure statement with the Clerk of the Board of Supervisors under the following conditions:

- A. The employee is an officer or a member of the policy making board of a non-profit organization.
- B. The non-profit organization has requested or received County funding within one year preceding the disclosure statement, or, in the foreseeable future, may apply for County funding.

To comply with Section 519 of the County Administrative Code, an employee must file with the Clerk of the Board Form #519 immediately/or within 30 days after taking office, and annually in March.

Further information and forms can be obtained from the Clerk of the Board's office.

G-2.5 RELEASE OF EMPLOYEE INFORMATION

Based upon Board of Supervisors Policy, the Department shall provide no information to the public concerning employees. Payroll shall confirm mail inquiries from banks, loan companies, etc., when the release of such information is authorized in writing by the employee.

It is permissible to confirm that an individual is or is not a Department employee. If a caller requests a phone number of an employee, the caller will be politely told that in order to protect the privacy of

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Approved and/or authorized by the Board  
of Supervisors of the County of San Diego  
Date 11/10/98 Minute Order No. 42  
THOMAS J. PASTUSZKA  
Clerk of the Board of Supervisors